



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

February 6, 2009

IOWA BULLETIN NO. IA230-9-3

SUBJECT: EOP - REQUIRED BULLETIN BOARD MATERIALS

PURPOSE. To provide guidance on downloading and displaying the new poster entitled, "Employee Rights and Responsibilities under the Family and Medical Leave Act."

EXPIRATION DATE. September 30, 2010

On August 1, 2008, we issued Iowa Bulletin 230-8-10, which provided instructions for proper display of all required posters in Natural Resources Conservation Service (NRCS) offices.

The Department of Labor has issued a revised poster that includes recently published final rules under the Family and Medical Leave Act (FMLA) that became effective January 16, 2009. This poster provided information on the implementation of new military family leave entitlement enacted under the National Defense Authorization Act for FY2008.

The NRCS is required to display this poster prepared by the Department of Labor which summarizes the major provisions of The Family and Medical Leave Act (FMLA) and telling employees how to file a complaint. The poster must be displayed in a conspicuous place where employees and applicants for employment can see it, effective immediately.

This poster is available on the Department of Labors' webpage at the following link:

<http://www.dol.gov/esa/whd/regs/compliance/posters/fmlaen.pdf>.

As a guide, all offices are required to duplicate this poster in a manner that is easily readable and accessible to all customers and employees, and should be produced at no less than 8 1/2" X 11" in size. They should also be produced on a color printer in order to maintain their visibility as they were originally intended.

This poster is designated for "In-House Display" and should be displayed within the NRCS space whether housed in a USDA-Service Center or as a stand alone office.

If you have any questions or concerns about these posters or how to access or display them properly please contact your area office or Mr. Christopher E. Knudsen, Human Resources Officer, at (515) 284-4587.

/s/ Richard Sims
State Conservationist

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